



## Junior Expert: Events and Project Communications

**Start date: 01 March 2025**

**Duration: 2 years, with a view to extending**

**Location: Freiburg/Germany**

**Deadline for application: 15 January 2025**

### ICLEI European Secretariat

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### Do you want to contribute to making our cities better places to live?

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI's European Secretariat is based in Freiburg (Germany), with specialised offices in Brussels and Berlin. ICLEI Europe has more than 150 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise.

Working with us, you will have **opportunities** to:

- Work with leading urban researchers, politicians and practitioners on European innovation projects, to provide solutions for today's urban challenges;
- Help design and implement policies and solutions for sustainable, climate-neutral cities;
- Contribute to European and international processes that influence urban policies, such as the EU Mission '100 Climate Neutral and Smart Cities', the EU Green Deal, the New European Bauhaus, the UN SDGs, etc.;
- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in (co-)creating sustainable and climate neutral and resilient cities;
- Grow professionally in a flexible, family-friendly work environment with opportunities for personal development, European travel, and professional cultural exchange.

The **Events and Project Communications team** is responsible for ICLEI Europe's own flagship events and presence at third party events. It also coordinates marketing and communication activities to make its projects and topics visible to the outside world. Amongst others, our projects take place within the European Horizon 2020 and Horizon Europe funding programmes. Our professional team works closely with other communication experts in the organisation, including specialists for visual design, video editing/filming, web development and media/press.



We are looking for a Communications and Event Management Expert with the following **experience, skills and character**:

- Academic degree in a relevant field, such as communications, journalism, environmental governance, international relations, political sciences, marketing, etc;
- First professional experiences in in a similar position welcome;
- Languages: excellent English, further European language(s) especially German are an asset;
- Excellent communication and interpersonal skills, precision and ability to be self-organised;
- High level of self-motivation, as well as the ability to meet deadlines in a fast-paced and dynamic environment of a diverse organisation;
- A quick learner and team player with a positive attitude is ideally suited to this position;
- Fully computer-literate with advanced knowledge of MS Office; knowledge of website content management softwares (Typo3, Drupal or other CMS) as well as Adobe package (mainly InDesign and Premiere) is welcome.

Your position will include the following **main tasks**:

- Supporting the communication and dissemination work in European projects within the wider context of the European Green Deal, including working with a multi-partner project team, external service providers, cities and funders;
- Supporting the organisation, promotion and implementation of in person, online and hybrid events, including programme development and speaker and participant management, often working with host cities, funders and co-organisers;
- Supporting the development of communication plans and products including, visual identity, newsletters, promotional materials, press releases, media articles, social media channels, etc.;
- Writing and editing content for project websites and web content management;
- Conducting organisational tasks, like documentation, minutes writing, communication with external partners, budget-related support tasks;
- Any other duties that might be required consistent with the range and nature of responsibilities as a member of the Events and Project Communications team.

**We offer you** the following conditions:

- Initial 24 months contract with high potential for extension;
- Gross salary according to the Junior Expert position in ICLEI's salary grid (indicative: EUR 39.000 - 41.000 per annum);
- Place of work: Freiburg/Germany;
- 40h working week with flexible working time and the possibility of up to 50% mobile work;
- 6 weeks of paid leave per annum;
- Working language is English;
- Occasional travel within Europe is foreseen.



Please note that applicants must – due to legal reasons – hold **EU citizenship or a valid EU residence permit and a valid German work permit**. Applications not meeting these conditions can unfortunately not be considered.

**Deadline for application: 15 January 2025**

**Please apply in writing, including a CV and letter of motivation to:**  
[jobs.europe@iclei.org](mailto:jobs.europe@iclei.org)

Be aware that applications are reviewed continuously upon arrival; therefore, application as soon as possible is advisable. For more information about ICLEI Europe visit:  
[www.iclei-europe.org](http://www.iclei-europe.org)

#### **ICLEI Europe's Equal Opportunity and Employment Policy:**

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely based on their qualifications and competencies.

